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SECURITY INFORMATION

JUL 30 1952

MEMORANDUM FOR: CHIEF, CLASSIFICATION AND WAGE DIVISION
PERSONNEL OFFICE

SUBJECT: Proposed Change in FE-1 Headquarters T/O

1. Attached as Tab A is a proposed revision of the Headquarters T/O for the FE-1 Branch of Opc.

2. This revision does not change the number of positions in FE-1; they remain at █. The proposal will accomplish the following:

a. Effect a slight redistribution of the number of positions within five of the country desks so that the number of positions for each desk will be commensurate with its relative importance.

b. Increase the grade level for five of the country desk chiefs and certain other positions within the Branch. These increases are in recognition of the increased responsibilities which have grown out of the expanded activities in these countries.

3. Tab B is a recapitulation of the changes which the proposed revision will bring about both in the redistribution of the positions and the grade changes.

4. Tab C contains a job description for each of the positions affected by a proposed change. In most instances, these are general descriptions which apply to more than one country desk.

5. Proposals contained in the attached revision have been based on very careful studies conducted during recent months and will bring the T/O of the Branch in line with some of the changes which have already been made informally. FE has made it clear that they regard these changes as interim since an overall revision of the FE Headquarters T/O is

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expected to be made in the near future. However, I believe we are justified in going ahead now with the limited changes in the attached proposal because they will meet a very pressing need which should not be further delayed.

FOR THE ASSISTANT DIRECTOR OF POLICY COORDINATION:



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Chief, Administration and
Logistics Staff, Opc

Attachments: 3

- A. Proposed Revision
- B. Recapitulation
- C. Job Descriptions

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